January 15, 1997

MEMORANDUM FOR DoD STANDARDIZATION MANAGEMENT ACTIVITIES

SUBJECT: Guidance on Revising or Amending Inactive for New Design Documents

We are issuing this guidance memorandum in response to the many questions about inactive for new design documents.

Documents should be inactivated for new design only if the intent is to use them to support existing equipment. Use of an inactive for new design document in a new system, or for an ACAT level major modification or upgrade program, will necessitate the reactivation of the document. When reactivating, the preparing activity must prepare and submit a revised questionnaire indicating the disposition of the document.

Recognizing that many of our current systems will remain in the inventory for years to come, it will likely be necessary to maintain the currency of inactive for new design documents through revision or amendment to support or reprocure existing systems. When updating an inactive for new design document, the following criteria apply:

- When revising specifications, the document heading should indicate whether the specification is performance or detail as required by MIL-STD-961D. When it is practical and beneficial, consider converting the inactive for new design document to performance.
- When revising standards, the cover page must reflect one of the five new standards categories in MIL-STD-962C. Requirements should be written in terms of performance wherever possible.
- Do not change the document identifier or designation if you are only issuing an amendment or change notice. The document identifier or designation must be identical with the document being updated.
- The inactive for new design note must appear on all revisions, amendments, and change notices as required by paragraph 5.2.4.1 in MIL-STD-961D for specifications and paragraph 5.2.7 in MIL-STD-962C for standards.

If you have any questions about this guidance, please contact Mr. Steve Lowell on DSN 761-9338 or (703) 681-9338.

/signed/

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Chief
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